



# ENCROACHMENT PERMIT APPLICATION

**CONTRACTOR/PRIMARY CONTACT**

Contractor and Primary Contact*	Phone Number(s)
Contact Address	Office
Email	Mobile

\*Must be available after typical 8 AM- 5PM working hours in case of emergency.

## PROJECT INFORMATION

### Exact Location and Description of Work:

<u><b>Address/Intersection/Location:</b></u>		
<b>DESCRIPTION OF PROPERTY</b> (Check all that apply)		
<input type="checkbox"/> Single Family Detached Residential	<input type="checkbox"/> Multi-Family Residential	<input type="checkbox"/> Non-Residential
<input type="radio"/> Street	<input type="radio"/> Other _____	
<b>DESCRIPTION OF WORK TO BE PERFORMED**</b>		
<input type="radio"/> City Project – List manager and department _____		
Requested date to begin the Proposed Construction, Excavation, or Work Activity: _____ <b>*NOTE- REQUEST MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO REQUESTED START DATE.</b>		
Anticipated Duration of Proposed Work: _____		
Does the work proposed impact traffic lanes, multi-use paths, trails, sidewalks, bicycle lanes, cross-walks; involve flaggers or detours?   __ Yes __ No		
If YES, a Traffic Control Plan must be completed/provided along with this application. Traffic Control Plan must meet MUTCD Standards and be approved by Vineyard Public Works Department.		

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**BORE WORK (Map and details required with site plan)**

Length of bore (LF) –
Number of bore pits (include dimensions)

**LANDSCAPE (Map and details required with site plan)**

GRASS DISTURBED (SF)
NUMBER OF TREES/SHRUBS

**CONCRETE/ASPHALT**

<input type="checkbox"/> Tear out	<input type="checkbox"/> New installation
Curb & Gutter (LF)	
Sidewalk (LF)	
Drive Approach (LF)	
ADA Ramp	

**REQUIRED SUBMITTALS:**

- Traffic control plan. Plan must comply with MUTCD standards.
- Site plan – Must show detailed map with the location address. If installing anything in the public right of way, exact location and dimensions are required.
- Project Narrative – Must include in writing a detailed description of the work to be performed.
- Current copy of contractor's license to be kept with the file
- Current COI must be submitted. A minimum \$1,000,000.00 insurance policy naming Vineyard City as beneficiary.
- Appropriate bonding must be in place. The bond amount will be assessed based on the specifics of the project.
- If cutting into the asphalt more than a 1'x1' bore pit, it must have an approved patch within 48 hours of completion of work.

I ACKNOWLEDGE THAT THIS APPLICATION IS FOR AN EXCAVATION PERMIT. ONCE THE PROPOSAL HAS BEEN REVIEWED AND HAS BEEN FOUND ACCEPTABLE BY VINEYARD CITY PUBLIC WORKS DEPARTMENT, A PERMIT MAY BE ISSUED.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

<u>APPLICATION FEE:</u>	<u>ROAD CUT FEE</u>	<u>INSPECTION FEE</u>
<b>\$100.00</b>	<b>\$1/SQUARE FOOT</b>	<b>\$150/HOUR</b>

TOTAL DUE:	NOTE: If paying with a credit card, there is a 3% fee added to the total amount due.
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All application fees are due at time of approval.

VINEYARD PUBLIC WORKS EMERGENCY CONTACT INFO:

CONTRACTOR MUST SCHEDULE WITH AN INSPECTOR BEFORE BEGINNING WORK.

- Chris Thomas – Public Works Inspector – 801.420.2979
- Sullivan Love – Vineyard Water Operator – 801.376.0419
- Eric Christensen – Waste Water Manager – 801.404.3596
- Rick Perea – Public Works Inspector – 801.520.6982
- Kinsli McDermott – Development Coordinator – 801.471.9834

\*IN THE EVENT OF AN EMERGENCY THREATENING LIFE AND/OR PUBLIC SAFETY, PLEASE CALL 9-11\*

CONDITIONS OF APPROVAL:

X \_\_\_\_\_ DATE: \_\_\_\_\_

VINEYARD PUBLIC WORKS APPROVAL: